

PURPOSE:

The Town of Upton has, and continues to encourage ongoing training to foster job satisfaction, continuous improvement and safety practices.

POLICY:

Each member of the Board of Selectmen is encouraged to participate in training on an ongoing basis throughout their term of office, and shall, upon completion of such training, notify the Town Manager, so as to have their completed training recognized and placed in their personnel file.

APPLICABILITY:

All employees, officials (elected or appointed) including Selectmen, are encouraged to gain skills for enhancing work performance.

IMPLEMENTATION PROCEDURE:

It is incumbent upon each Selectman to advance their skills in the many facets of town and municipal government. This means seeking opportunities for training through traditional (Massachusetts Municipal Association) and non-traditional settings.

Mandatory training:

Selectman's Handbook/Mass Municipal
State Ethics and the Law
National Incident Management System

Recommended courses of instruction, but not limited to:

Open Meeting Law	Conflict of Interest	Town By-Law Review
Meeting Processes	Employee Evaluation/Assessment	Code of Conduct
Long Term Debt	Capital Improvement Planning	Environmental Law
Municipal Budgeting	Collective Bargaining	Municipal Contracts

APPROVED BY:

Board of Selectmen, Chair: Kenneth E. Picard

Board of Selectmen: James A. Brochu

Board of Selectmen: Robert J. Fleming

Original date:November 20, 2012

Revised dates: